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Approved For Release 2002/08/06 : CIA-RDP78-04718A001300300019-6

6-0398

SEP 21 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Administration of Travel and Transportation

REFERENCE : Proposed Memorandum for the Assistant Director for Personnel from the Deputy Director (Administration), attached hereto as an enclosure

1. It is requested that referenced memorandum be approved and forwarded as indicated.

2. I believe that the memorandum is necessary in order to enable this Office to properly discharge the transportation responsibilities enumerated in paragraph fifteen (15) of Agency Regulation [ ] dated 10 August 1954.

3. At the present time there is no administrative directive or other instruction which authorizes my representatives in the Transportation Division to obtain operational data from the Office of Personnel relative to official travel performed by Agency personnel. It is felt that such information is necessary if this Office is to properly fulfill the transportation responsibilities assigned.

[ ]  
JAMES A. GARRISON  
Chief of Logistics

1 Enclosure:  
Proposed Memo for Assistant  
Director for Personnel

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